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## **Citrix Receiver Installation Guide for Windows**



The Citrix Receiver allows the internet, your operating system, 🕒 https://apps.I. 🔎 👻 BOX 66 값 😳 Citrix Access Gateway × and SAP to work together. Edit View Favorites Tools File Help This installation guide will take you los Angeles Unified School District nation Technology Div through the steps in installing Citrix Receiver on your Windows computer. **Open Internet Explorer version** Welcome Please log on to continue 6.0 and above. User Type in https://apps.lausd.net in Log On the address field. Enter your Single Sign-On (email) username and password to Log On e.g. (msmith@lausd.k12.ca.us, mary.smith@lausd.net). Do not add domain name (@lausd.k12.ca.us @lausd.net) Enter your LAUSD Single Sign-On (SSO) user name and Account Problems? Get Support password. Click the Log On button. CITRIX - 0 **- X** Citrix will automatically prompt







 If you are using Internet Explorer, a security pop-up will prompt you to run or save the CitrixReceiver.exe file from the apps.lausd.net website. Click Run to continue the installation.



- You will be prompted to install the Citrix Receiver Setup.
- Click the Install button



- Please wait until Citrix Receiver finishes the installation.
- You will be prompted to enter the user name and password for the computer that you are using. If you do not know the user name and password please ask your supervisor for assistance.







 You might be warned by the Internet Explorer Security that an application from a website is about to install on your computer.

Business Applications Supporting Education

• If you receive this security prompt, then click the Allow button to proceed.





• Click the Finish button.

- Internet Explorer will navigate to the SAP Portal icon.
- Click the SAP Portal icon to launch portal.

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	Main Select view.	C
	Utilities SAP Portal - QA	
	Hint: You can view your resources in several different ways. Use the Select view control to change the way that your resources are displayed. 🛞	



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- This is a one time alert. Check the Do not ask me again for this site checkbox.
- Click the Permit all access button.



- If this is your first time logging into Citrix, it might take 1-2 minutes before the portal launches. During this time Citrix is adding your Single Sign-On (SSO) credentials into the system. Accessing this will be much faster at your next log in.
- Your installation is complete.



 At your next log in, open your web browser and type in <u>https://apps.lausd.net</u> address field.







• Then click the SAP Portal icon.

